United Nations ST/AI/2006/4/Amend.1

Secretariat

14 April 2010

Administrative instruction

Official travel

Pursuant to section [illegible] of Secretary-General's bulletin ST/SGB/2004/1, the Under-Secretary-General for Management amends administrative instruction ST/AI/2006/4, entitled "Official travel":

Section 3.2 (a) is replaced with the following text:

"(a) Official travel by senior officials of the Under-Secretary-General level and by heads of mission in the field shall be reported using the form available online which may be accessed by entering the link http://ams.un.org in a web browser such as Internet Explorer. In order to maintain confidentiality, all information transmitted to the Absence Management System is encrypted and is protected from unauthorized access. For the system to be functional, it will require a designated assistant in the office to provide up-to-date information on the travel plans and leave on a priority and regular basis."

The present instruction shall enter into force on the date of its issuance.

(Signed) Angela **Kane**
Under-Secretary-General for Management